



# TRAINING DESIGN DOCUMENT

<Insert course name>

Project Start Date: <Project start date>

Department/Craft:

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## Revision History (Heading 1)

Date	Description of Change	By



## Course Title

ID: Instructional Designer Name

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### Overview

Course name:	_____	Target audience:	_____
Course length:	_____	Target implementation date:	MM/DD/YY
Level of Effort	_____	LSO Course Identifier	_____
Prerequisites:	_____		

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### Safety Critical Training Requirements

List all relevant CFRs that are included in this course:

CFRs: \_\_\_\_\_

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### Course Description

Provide a course description to include information such as outcomes (broad accomplishments, generally not measurable), business purpose, rationale, anticipated changes as a result of training, etc. This information will be used for reporting to the FRA and for the course description in the Learning Portal.

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### Method of Delivery

**Primary Methods of Delivery (choose all that apply)**

- WBT     ILT     Video/DVD     Lab/Simulation     OJT     Correspondence

**Other Anticipated Components (choose all that apply)**

- Exam     3D Model     Quick Reference Card     Newsletter     Handouts     Tablet Activities

Other (Please Specify) \_\_\_\_\_

**Performance Objectives**

1. Insert terminal performance objectives
- 2.
- 3.

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**Course Assessment Type**

- Written       Performance-based

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### Course Considerations

Summarize (bullet or freeform) the foundation elements of the course here. These might (but does not have to) include things like assumptions, logistics, known time constraints, barriers (physical, cultural, behavioral, etc.), expected instructors, class size, preparation strategies (i.e. pilot, TTT)

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### “Approaching Others” Exposures

The following exposures related to “Approaching Others’ are included in this course:

- Line of fire    Pinch point    Walking/path of travel    Ascending/descending    Life-saving processes

Comments: \_\_\_\_\_

\_\_\_\_\_

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### Course Lesson Summary

This course will include the following. The referenced rules are from rulebook name(s).

Lesson #/Name	Lesson Summary	Lesson Length
1. Lesson Name(Lesson Number/Name)	The “narrative” (written description) of what a lesson will include.	Hours/minutes
2. Lesson Name		
3. Lesson Name		

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### Course Flow (optional)

Insert an optional course flowchart here.

**Content Outline**

This course will include the following.

Lesson name (Lesson Name style)		Timing: ### min
Element	Details	SME assigned
<b>Referenced Rules</b>	(i.e. MWOR ###.#, EI ##.#, GCOR ##.#, etc)	
<b>Learning Objective(s)</b>	<ul style="list-style-type: none"> <li>• Terminal 1               <ul style="list-style-type: none"> <li>– Enabling 1</li> <li>– Enabling 2</li> </ul> </li> <li>• Terminal 2               <ul style="list-style-type: none"> <li>– Enabling 1</li> </ul> </li> </ul>	
<b>Lesson Outline</b>	Lesson 1 title (table text_no bullet) <ul style="list-style-type: none"> <li>• Topic 1 title (table bullet)</li> <li>• Topic 2 title</li> <li>• Topic 3 title               <ul style="list-style-type: none"> <li>– Subtopic 1 title (table sub bullet)</li> </ul> </li> </ul>	
<b>Instructional Strategy</b>	Insert all applicable instructional strategies.	
<b>Evaluation</b>	Indicate how mastery will be measured.	

**Examination Requirements**

Which rule specifies an exam requirement?					
What is the % passing score? (Std: 80%)		Questions randomized?		Answer choices randomized?	
How many total attempts are allowed?			Immediately allow retaking of missed questions?		
Time frame between first/second attempt	<input type="checkbox"/>	Immediate	<input type="checkbox"/>	After one calendar day, not to exceed 90 days	
Time frame between first/second attempt and any other allowable attempts (i.e. 1 calendar day, 1 month, 6 months, 1 year, etc.)					
Other Exam-related Requirements? (i.e., printed, # of versions)					

**Project Team**

Tasks, ownership and scheduling for this course are as follows:

Project Team	Contact Info
Content Owner	
SME(s)	
Instructional Designer	
Developer (if applicable)	
ID Manager	

**Project Milestones**

Tasks, ownership and scheduling for this course are as follows: *These are our agreed-on generic milestones. These may need to be customized depending on your project. This should not be considered the official "project plan." If a step is not relevant to a WBT, enter N/A.*

Task	Target Date	Actual Completed Date
Kick-off meeting		
Design document approved		
Draft of representative sample approved		
Editorial review		
Draft of all materials approved		
Train-the-Trainer (if applicable)		
Functional test or Pilot date		
Content in production/implementation		

**Rules Summary**

Lesson #	Rules Included in this Lesson
Lesson #	List rules to be covered in this lesson (i.e., GCOR 1.10, MWOR 6.3.1, etc.)
Lesson #	
Lesson #	

**Approvals**

Please enter your name and select a date below to indicate acceptance of this document:

Stakeholders	Name	Date of Acceptance
Content Owner		<a href="#">Click here to enter a date.</a>
Instructional Design Manager		<a href="#">Click here to enter a date.</a>